

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-AF2-02-8	DATE RECEIVED 4-11-02
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION CENTER		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194	DATE 7-8-02	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 1 APR 02	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>	TITLE AIR FORCE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.		
2	GOVERNMENT-WIDE PURCHASE CARD RECORDS (TABLE 64-4)  This submission adds Rules 26.02 and 26.04 to Table 64-4. Specific changes are discussed below.  Rule 26.02 are records are investigations, cases pending or in litigation (including protests) or similar matters. Retentions are mandated by the Federal Acquisition Regulation, Subpart 4.8 -- Government Contract Files, paragraph 4.805(b)(10) -- Storage, Handling, and Disposal of Contract Files (See Attachment 1). Rule 26.04 contain administrative records to manage individual account holders records.		

*cc: Agency, NR*

**CONTRACT PERFORMANCE**

*(change per phone conversation with O. Croom. - R. Noble 5/28/02)*

TABLE 64-4

~~GOVERNMENT-WIDE PURCHASE CARD RECORDS~~

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	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
26.02	Government-wide Purchase Card (GPC) Program Administration at using office	Records pertaining to items under investigation, dispute or similar matters	At approving official and cardholder unit level	Destroy 6 months after final clearance or settlement (including time allotted for all appeals) or destroy after the retention period specified for credit card records under Rule 26, whichever is later. AUTH
26.04	Government-wide purchase card (GPC) program administration individual account files	Training records, letters of appointment and delegation of purchase authority		Destroy 2 years after card is cancelled. AUTH: